

26 February 2009

MEMORANDUM

From: Military Sealift Fleet Support Command Human
Resources and Manpower Director
To: Prospective Master and Chief Engineer Promotion Board
Applicants
Subj: MASTER AND CHIEF ENGINEER PROMOTION BOARD LESSONS LEARNED

1. At the conclusion of the 2008 Master/Chief Engineer Promotion boards, the board members discussed their observations, lessons learned and possible program/process improvements. I want to share that information with you as you begin to prepare your application packages for the next boards.

2. The Promotion Opportunity Announcements (POA) were very specific with regard to what must be submitted and how it should be presented. The specificity of content and form was included for very valid reasons; in the future, I suggest you pay particular attention to:

a. Submitting correct order of information/documents/pages and including all required information.

b. Do not submit two-sided pages.

c. Do not submit evaluations older than 5 years.

d. Submit Knowledge, Skills and Ability (KSA) for all the KSA's, submit them on time as specified in the announcement and pay attention to the page limitation.

e. Use the correct KSA's - they are listed in the POA.

f. Submit the required resume.

g. Do not submit applications in binders.

h. Submit a complete Supervisory Assessment.

i. Triple check your spelling and grammar.

3. Deviating from the above or any other provisions of the POA will result in either point deductions or disqualification.